



SPAR

Sulphur Parks & Recreation



933 W. Parish Road • Sulphur, Louisiana 70663 • Tel: (337) 527-2500 • Fax: (337) 528-4934 • www.sulphurparks.com

Sulphur Parks and Recreation (SPAR)

Regular Board of Commissioners Meeting

Held at the SPAR Recreation and Aquatic Center Multipurpose Room

933 W. Parish Road Sulphur, LA 70663

Tuesday, January 21, 2020 5:30 PM

The Board of Commissioners of Sulphur Parks and Recreation (SPAR) met on Tuesday, January 21, 2020 at 5:30 pm for the regular scheduled session in the multipurpose room of SPAR Recreation and Aquatic Center in Sulphur, Louisiana. The meeting was called to order and a roll call was taken. Board members present were: Mitch Bowers, Doug Como, David Couvillon, and Johnny Stanley. Tina Brown was absent.

On a motion by Mr. Bowers, seconded by Mr. Como, and carried the board approved the minutes from December 17, 2020 regular board meeting as presented.

The board was notified that financial statements for December 2019 would be presented at the February 18, 2020 board meeting to allow staff additional time to complete year-end closeout.

On a motion by Mr. Como, second by Bowers, and carried unanimously by a roll call vote adopting a resolution approving the Louisiana Compliance Questionnaire required by Louisiana Legislative Auditor in connection with SPAR's 2019 Audit.

Votes recorded as:

Yeah: Mr. Bowers, Mr. Como, Mr. Couvillon, Mr. Stanley

Nay: None

Absent: Mrs. Brown

A resolution authorizing Steve Gayfield, Director of Sulphur Parks & Recreation to submit and execute cooperative endeavor request for funding through the Riverboat Fund programs for special projects by Ward and/or Special Services District Grants and/or Road and Drainage Trust Funds and/or Economic Development Grants, and/or any other funding grants as provided for by the Calcasieu Parish Police Jury was adopted on a motion by Mr. Bowers, second by Mr. Como, and carried unanimously by a roll call vote.

Votes recorded as:

Yeah: Mr. Bowers, Mr. Como, Mr. Couvillon, Mr. Stanley

Nay: None

Absent: Mrs. Brown

The board permitted staff to pursue grant opportunities as they become available on a motion by Mr. Bowers, seconded by Mr. Como, and carried. The staff will present to board for final approval prior to entering into grant funding agreements.

On a motion by Mr. Stanley, seconded by Mr. Como, and carried, the staff was granted permission to purchase capital equipment acquisitions items from Louisiana state contract or place on advertisement for public bid the following budget funded items:

- a) One (1) Utility Vehicle, estimated cost \$25k
- b) One (1) Z-Turn Mower, estimated cost \$12k
- c) One (1) Rough/Field Mower, estimated cost \$55k
- d) Waterpark Lockers, estimated cost \$50k

The staff received permission, on a motion by Mr. Como, seconded by Mr. Bowers, and carried, to purchase from Louisiana state contract or place on advertisement for request for proposal (RFP) or public bid the following budget funded capital improvement project:

- a) Removal of Old Field of Dreams Concrete Pad/Grading at Pattison, estimated cost \$25k.

On a motion by Mr. Bowers, seconded by Mr. Como, and carried, staff was granted permission to purchase equipment acquisitions from Louisiana state contract or quote, order, and purchase the following budget funded items:

- a) Waterpark Replacement Toys, estimated cost \$15k
- b) Waterpark Furniture, estimated cost \$10k
- c) Waterpark Canopies, estimated cost \$30k

The staff entered into an open discussion to review the large differences in the public bids received for the Replacement of a Pedestrian Bridge at Frasch Golf Course. Mr. Gayfield stated that due to the differences being so large, he requested that Mr. Curtis Vincent review the specs and submission to guarantee that the entire scope of work was accounted for by each bidder. Mr. Vincent detailed his research and explained that due to the size of Alfred Palma, LLC they were able to realize some significant cost savings in equipment rental and equipment operator costs. These savings account for the difference in bid prices. Following the discussion, on a motion by Mr. Bowers, seconded by Mr. Stanley, carried, the board accepted the staff and architect, Mr. Curtis Vincent, recommendation to accept the low public bid received and opened on January 7, 2020 for the replacement of the pedestrian bridge at Frasch Golf Course. The low public bid received was from Alfred Palma, LLC for the Base Bid of \$92,940.00. (Board granted the staff permission to advertise and place for Public Bid at the July 16, 2019 Regular Board meeting, estimated cost \$175,000). Public bids received as outlined below:

Bid Date: 1-7-2020 [] = low Bid

BIDDER	LICENSE NO.	BASE BID
Alfred Palma, LLC	21546	[\$92,940.00]
Keiland Construction, LLC	48884	\$195,128.00
PERC Development, LLC	57361	\$155,000.00
R.D. Spell, Inc.	2794	\$312,000.00
Guinn Construction, LLC	44	\$313,891.00

The board granted permission per staff request for the director to issue and execute change orders as necessary not to exceed 15% greater (\$13,941.00) than the public bid received and awarded by the board to Alfred Palma, LLC for the replacement of the pedestrian bridge at the Frasch Golf Course. Request was approved on a motion by Mr. Como, seconded by Mr. Bowers, and carried.

The director presented staff's recommendation for acceptance the low public proposal received and opened on January 15, 2020 for a public address / sound system for North Frasch Softball Complex received from Lake Charles Music for the base bid of \$49,213.67. Mr. Gayfield described the proposals received and recommended the low proposal due to its modular nature allowing for more continuous service; if pieces of the system fail, service will still be available throughout the complex leading to only a specific field or area being down. On a motion by Mr. Stanley, seconded by Mr. Como, and carried, staff was granted permission to accept the low public bid as presented. Public proposals received as outlined below: (Board granted the staff permission to advertise and place for public proposals at the December 17, 2019 Regular Board meeting, estimated cost \$50k).

Proposal Date: 1-15-2020 [] = low Proposal

VENDOR	BASE PROPOSAL
Lake Charles Music - Lake Charles, LA	[\$ 49,213.67]
Upscale Productions - Lake Charles, LA	\$ 86,710.96
Show and Tell Productions - Lafayette, LA	\$ 99,342.00

On a motion by Mr. Bowers, seconded by Mr. Como, and carried, the staff was granted permission for the director to issue and execute change orders as necessary not to exceed 15% greater (\$7,382.05) than the public proposal received and awarded by the board to Lake Charles Music for the new public address / sound system for North Frasch Softball Complex.

The staff recommended for acceptance the low public bid received and opened on January 21, 2020 for a new 2019 / 2020 model slit aerator / decompactor with root pruner received from Redexim Turf Products for the bid of \$17,446.00. The board accepted the low bid on a motion by Mr. Stanley, seconded by Mr. Bowers, and carried. Public bids received as outlined below: *(Board approved the staff to purchase from Louisiana State Contract, or place for public bid at the December 17, 2019 Regular Board Meeting, estimated cost of \$20k).*

Bid Date: 1-21-2020

[] = low bid

Vendor	Make/Model	Amount
Redexim Turf Products Valley Park, MO	2019 Verti-Quake 2516	[\$17,446.00]
NCAL, Inc. Rayne, LA	2019 Imants Shockwave 155	\$18,600.00
NCAL, Inc. Rayne, LA	2019 Imants Shockwave 210	\$19,850.00

On a motion by Mr. Como, seconded by Mr. Bowers, and carried, the staff was granted permission to declare the following SPAR assets as surplus equipment. The staff request to trade-in, sell on a public bid basis utilizing the services available to government agencies with Govdeals.com.

Asset #	Asset Description	Serial No.	Purchase Date	Purchase Price
#2001	Apple iPad Air 32 GB	DMQLV6JWF4YJ	12/31/2013	\$729.99
#2034	Apple iPad Air 16 GB	DMPMGGTF4YD	4/10/2014	\$609.00
#2035	Apple iPad Air 16 GB	DMPMGH8UF4YD	4/10/2014	\$609.00
#2036	Apple iPad Air 16 GB	DMPMGFINF4YD	4/10/2014	\$609.00
#2037	Apple iPad Air 16 GB	DMPMGF46F4YD	4/10/2014	\$609.00
#2038	Apple iPad Air 16 GB	DMPMGBXWF4YD	4/10/2014	\$609.00
#2039	Apple iPad Air 16 GB	DMPMGC0GF4YD	4/10/2014	\$609.00
#2040	Apple iPad Air 16 GB	DMPMFM6GF4YD	4/10/2014	\$609.00
#2094	Apple iPad Air 16 GB	DMPP60A9F4YD	4/22/2015	\$529.99
#2096	Apple iPad Air 16 GB	DMPP60QTF4YD	5/11/2015	\$529.99
#2097	Apple iPad Air-2 64 GB	DUP7IVQG5YM	5/11/2015	\$729.99

The director made a recommendation for board consideration and adoption of a cost of living adjustment (COLA) of two (2) percent for all full-time benefit level employees for 2020. Recommendation based on the average Consumer Price Index and Social Security adjustment. On a motion by Mr. Stanley, seconded by Mr. Bowers, and carried, the adoption of a two percent COLA for benefit level staff was accepted.

Notifications to the Board -

- a) Sulphur High Baseball Booster Club has met their fund-raising goal to allow them to purchase a new digital scoreboard and video display for Field #41 at McMurry Park.
- b) Staff placed on order one (1) sandtrap groomer available on Louisiana state contract from Beard Equipment at the cost of \$16,403.83. *(Board approved the staff to purchase from Louisiana State Contract, or place for public bid at the December 17, 2019 Regular Board Meeting, estimated cost \$20k).*

- c) The following low quotes were received by staff and will be placed on order. Low vendor quotes outlined below: *(Board approved the staff to purchase from Louisiana State Contract, or place for public bid at the December 17, 2019 Regular Board Meeting).*

Item	Estimated Cost	Low Quote	Vendor
One (1) Debris Blower	\$10k	\$7,758.00	Ladd's
One (1) Utility Cart	\$10k	\$7,791.25	Golf Cars of Louisiana
One (1) Golf Ball Wash/Conveyor	\$10k	\$6,440.00	Range Servant
One (1) Body Scanner	\$6,300	\$6,260.00	Fitness Equipment Solutions


- d) A new mass communication software application was selected by the staff to allow for better communication of SPAR's offerings to the community. The application is called "Rave Mobile Safety", and provides communication tools by text, email, phone, allowing for Self-service Opt-In/Out feature. The staff is working to learn the application, and develop procedures to make available for public to access.
- e) Receipt of thank you card from the family of former employee Donald Ancelet, for the board and staff's expression of sympathy for the passing of their father.
- f) Upcoming events scheduled at various locations:
- Lifeguard Training – Jan. 25-26 & Feb. 1-2, 2020 *(Rec. & Aquatic Center)*
 - LHSAA Umpire Clinic – Sat. Feb. 1, 2020 *(McMurry Field 40/41)*
 - Texas/LA Junior Golf Winter Tour – Sat. Feb. 1, 2020 *(Frasch Golf Course)*
 - Frasch Park Sweet Heart Round – Fri. Feb. 14, 2020 *(Frasch Golf Course)*
 - Louisiana State Open State Swim Championship – Thurs.-Sat. Feb. 13-15, 2020 *(Aquatic Center)*

All business taken care of, a motion to adjourn was made by Mr. Stanley, seconded by Mr. Como, and carried.

Meeting adjourned at 5:53 pm.



 Approved (Board Member)



 Attested

RESOLUTION BY SULPHUR PARKS AND RECREATION

Sulphur Parks and Recreation, on motion by Mr. Como, second by Mr. Bowers, and carried unanimously, did adopt the following Resolution.

BE IT RESOLVED that the 2019 Louisiana Compliance Questionnaire has been adopted as completed for Sulphur Parks and Recreation for the year ending December 31, 2019.

I, Laurie Koelzer, Secretary of The Board of Commissioners of Sulphur Parks and Recreation hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners of Sulphur Parks and Recreation at a meeting duly held on the 21st day of JANUARY, 2020, at which a quorum was present and voting throughout, and that same has not been repealed or amended, and remains in full force and effect and does not conflict with the by-laws of said corporation.

Date: 1/21/2020



Secretary



Board Member



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RESOLUTION BY SULPHUR PARKS AND RECREATION

Sulphur Parks and Recreation Board of Commissioners on motion by Mr. Bowers, second by Mr. Como, and carried unanimously, did adopt the following Resolution.

BE IT RESOLVED that Steven Gayfield, as Director of this Government Entity, and in its name, be authorized to submit and execute Cooperative Endeavor Requests for funding through the Riverboat Fund programs for special projects by Ward and or Special Service District Grants and/or Road and Drainage Trust Funds and/or Economic Development Grants and/or any other Funding Grants as provided for by the Calcasieu Parish Police Jury.

BE IT ALSO RESOLVED that Steven Gayfield, as Director of this Government Entity, and in its name, be authorized to enter into contracts and agreements with the Calcasieu Parish Police Jury if and as required to authorize and execute the said programs.

I, Laurie Koelzer, Secretary of The Board of Commissioners of Sulphur Parks and Recreation hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners of Sulphur Parks and Recreation at a meeting duly held on the 21st day of January, 2020, at which a quorum was present and voting throughout, and that same has not been repealed or amended, and remains in full force and effect and does not conflict with the by-laws of said corporation.

Date: 1/21/2020

Secretary

Board Member